

Program Requirements Document Subcontractor/Supplier	TRAINING AND INDOCTRINATION	Identifier: PRD-5001 Revision: 3 Page: 1 of 4
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Manual: Subcontractor Requirements

Change Number: 89398

1. PURPOSE

This Program Requirements Document (PRD) provides the minimum requirements for training and indoctrinating responsible [subcontractor or supplier](#) personnel to [INEEL contract or purchase order](#) requirements.

2. APPLICABILITY

This PRD applies to INEEL *subcontractor/suppliers* (see def.) when specified by a contract or purchase order.

Supplemental requirements may be specified for all or part of the work scope as determined to be appropriate by the *contractor* (see def.). The subcontractor/supplier shall implement the requirements of this PRD and all supplemental requirements, when and as specified by the subcontract or purchase order.

3. RESPONSIBILITIES

Performer	Responsibilities
Contractor	Provide training for general site information on the employee orientation requirements during "orange card" training. Incorporate Subcontractor/Supplier training documentation into the INEEL TRAIN database.
Subcontractor/Supplier	Provide specific training to affected employees prior to allowing them to perform affected work. Prepare and maintain documentation for training provided by subcontractor/supplier personnel. Deliver training documentation to the Contractor POC (see def.) Submit training documentation as vendor data , when specified by the vendor data schedule.

4. REQUIREMENTS

- 4.1 Subcontractor/supplier personnel responsible for providing employee training shall be trained to the requirements of this PRD, in accordance with this PRD.
- 4.2 Each subcontractor/supplier employee shall receive an initial orientation prior to performing any on-site work. This orientation shall address, as a minimum, the subject areas listed in Appendix A, Employee Orientation Requirements.

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- 4.2.1 Subcontractor/suppliers working multiple projects which utilize the same work force, may provide a general orientation prior to initiating work on the employee's first onsite project and at least annually thereafter. Orientation on items that vary from project to project must be provided for each project.
- 4.2.2 Employee orientation shall be delivered and documented in accordance with the requirements of this PRD.
- 4.3 Subcontractor/supplier personnel shall be indoctrinated and trained in responsibilities and authority, general criteria, including applicable codes and standards, regulatory commitments, company procedures, and quality assurance program requirements for performing their assigned responsibility. These requirements originate from, but are not limited to:
 - A. design output documents to include but not limited to, engineering drawings and technical specifications
 - B. work planning documents to include but not limited to, quality assurance/control plans, job safety analyses, health and safety plans, and radiation control plans.
 - C. work controlling documents to include but not limited to, procedures, manuals, instructions, and work packages
 - D. installation and application instructions to include but not limited to, manufacturer's recommendations or instructions
 - E. subcontract or purchase order documents to include but not limited to, Special Conditions, General Provisions, and Requirements for Identifying Suspect/Counterfeit Items
 - F. contractually applicable procedures such as this PRD.
- 4.4 Subcontractor/supplier employee training shall be completed and documented prior to performing the activity to which the training applies.
- 4.5 Training shall be provided as necessary to achieve initial proficiency, to maintain proficiency, and to identify employee responsibilities and authorities.
- 4.6 Training method(s) selected shall be commensurate with the scope and complexity of each responsibility, subject, or task.
- 4.7 Only *qualified personnel* (see def.) shall conduct training.

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4.8 Subcontractor/supplier employee training shall consist of one or more of the following:

- A. *tailgate training* (see def.). Tailgate training shall be documented on Form 361.24, Tailgate Attendance Roster, or a contractor approved equivalent.
- B. *required reading* (see def.). Required reading shall be documented on Form 361.25, Read and Sign Training Record, or a contractor approved equivalent.
- C. *formal training* (see def.). All other training shall be documented on Form 361.02, Training Attendance Record, or a contractor approved equivalent.

NOTE: *Subcontractor/supplier's proposed equivalent forms must be submitted to the contractor for approval in accordance with the change control process described in PRD-5002, Design Change Control. Approval must be obtained prior to using equivalent forms.*

4.9 As completed by the Subcontractor/Supplier, required training documentation (duplicates or copies) shall be delivered to the Contractor POC for incorporation into the Contractor's training records system.

4.10 Original training documentation prepared by the subcontractor/supplier as required by this PRD, shall be completed, maintained, and stored in a central location and in a secure and protected environment during the full performance period of the contract or purchase order.

4.10.1 All required documentation shall be legible, reproducible, free from erasures, correction fluid, and/or correction tape, and completed in black indelible ink only.

NOTE: *When a correction to documentation is required, a single line shall be drawn through the information to be deleted; additional information, if needed, shall be recorded adjacent to the information being changed; and the individual revising the document shall initial and date each entry adjacent to the correction.*

4.10.2 When completed, all blanks or blocks shall be filled in on each document. If there is no relevant information, the blank or block shall be marked "N/A."

4.10.3 All required documentation shall be made readily available for contractor review and/or audit.

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4.11 As required by the vendor data schedule, required training documentation shall be submitted to the contractor in accordance with PRD-5003, Vendor Data Control.

5. DEFINITIONS

See the Glossary, LST-27, for definitions of the following terms:

Contractor

Contractor POC

Formal Training

Qualified Personnel

Required Reading

Subcontractor/supplier

Tailgate Training

6. REFERENCES

Form 361.02, Training Attendance Roster

Form 361.24, Tailgate Attendance Roster

Form 361.25, Read and Sign Training Record

PRD-5002, Design Change Control

PRD-5003, Vendor Data Control

7. APPENDICES

Appendix A. Employee Orientation Requirements

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Appendix A

Employee Orientation Requirements

- A. employee rights and responsibilities
- B. subcontractor/supplier responsibilities
- C. use and maintenance of required personnel protective equipment
- D. disciplinary procedures
- E. alcohol and drug abuse policy
- F. first aid and medical facilities
- G. general project hazards and the applicable policies and procedures for addressing these hazards
- H. hazard recognition and the procedures for reporting or correcting unsafe conditions or practices
- I. procedures for reporting accidents and incidents
- J. fire prevention and control
- K. emergency response procedures, to include local warning and evacuation systems
- L. hazard communication program
- M. access to employee exposure monitoring data and medical records
- N. location of and access to the approved project safety and health plan
- O. programs or procedures applicable to the project (such as confined space or lock and tag procedures)
- P. applicable quality assurance and control programs, plans, and procedures
- Q. personnel security access and control.

NOTE: The Contractor will provide training for general site information on the employee orientation requirements during “orange card” training. The subcontractor/supplier is required to provide project specific training to affected employees.